

**BALDWIN TOWNSHIP
SPECIAL CLOSED EMPLOYEE PERFORMANCE REVIEW**

March 26, 2019

Immediately following the Oath of Office & Reorganization Meeting, the Baldwin Town Board will conduct a Special Closed Employee Performance Review Meeting

Notice is hereby given that the Town Board of Baldwin Township, Sherburne County, Minnesota, will hold special meetings on Tuesday, March 26, 2019, at the Baldwin Town Hall to conduct closed sessions as required by Minnesota State Statute § 13D.05, subdivision 3(a) to evaluate the performance of an individual(s) who are subject to the board's authority. The person(s) subject to the closed session has the option to request that it be open to the public. The Town Board may also open the meeting after the closed session in order to take action if it determines it may be warranted.

Dated this 21st day of March, 2019. Posted on March 21, 2019.

Present – Supervisors Jay Swanson, Bryan Lawrence, Tom Rush, Larry Handshoe and Patrick Hudson.

Call to Order – The March 26, 2019 Baldwin Township Special Closed Employee Performance Review was called to order by Chairman Jay Swanson at 7:43 p.m.

Motion to Close Meeting Per MN State Statute § 13D.05, subdivision 3(a)

The meeting may be opened at the request of the employee or may be opened by the Town Board to take further action if warranted. Lawrence/Rush unanimous to close the meeting per MN State Statute § 13D.05, subdivision 3(a).

Phillip Fadden requested an open meeting.

Motion to Reopen Meeting – Handshoe/Rush unanimous to reopen the Employee Performance Review upon the request of Phillip Fadden.

This is a 90-day review. Rush reviewed the standard numeric rating system the Town Board utilizes. The Town Board, along with Fadden, reviewed his employee self-evaluation form. Fadden stated the majority of his time and been snowplowing and now pothole patching. Mowing season is right around the corner. He has also been greasing and maintaining plow trucks. His start time is 6:30 a.m. and leaves by 3:30 p.m. He is trying to keep under 40 hours per week and taking Friday's off. Rush asked if he was taking the required time for lunches. Fadden replied 'yes'. He has given his other employer notice that he will not be returning. Lawrence stated that the Town Board approved up to 40 hours with overtime okayed by Supervisor Handshoe. Swanson stated that he thinks Fadden is doing a great job and hasn't heard otherwise from Good. Fadden stated that he has been with the Township for 13 years plowing snow. In the past, Fadden has always come in when needed. Swanson asked Fadden

if he had any concerns. Fadden stated that he was happy. Lawrence stated that he will evaluate Fadden in the middle of the road as it has only been 90 days. Good stated that Fadden is a huge asset in the shop and they work well together. He is looking forward to accomplishing more. Discussion regarding summer help. Overall, the Town Board is happy with Fadden's performance.

Adjourn – Lawrence/Handshoe unanimous to adjourn at 7:59 p.m.

Cathy Stevens
Submitted/By: (s/) Cathy Stevens
Clerk/Treasurer
Baldwin Township

Tom Rolf / VICE CHAIR
Approved By: (s/) Jay Swanson
Chairman, Board of Supervisors
Baldwin Township

Date 4/15/19

Attendees: Ruth Rolfes, Phil Fadden, Zac Good